

STEPS IN THE TRANSFER PROCESS

1. OBTAIN TRANSFER ELECTION FORM AND CERTIFICATION STATEMENT FROM COMPONENT PERSONNEL OFFICER OR RETIREMENT DIVISION.
2. COMPLETE FORMS INDICATING DECISION AND SUBMIT BY 30 JUNE 1988.
3. SEND FORM TO RETIREMENT DIVISION, OFFICE OF PERSONNEL, ROOM 906, AMES BUILDING.
4. TRANSFER ELECTION WILL BE EFFECTIVE THE FIRST PAY PERIOD FOLLOWING RECEIPT BY THE OFFICE OF PERSONNEL.
5. EMPLOYEES NOT WISHING TO TRANSFER DO NOT NEED TO TAKE ANY ACTION.

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